

COMMUNITY CARE LICENSING DIVISION

*"Promoting Healthy, Safe and
Supportive Community Care"*

TECHNICAL SUPPORT PROGRAM

Self-Assessment Guide

CERTIFIED FAMILY HOME ADMINISTRATIVE ASSESSMENT



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

TECHNICAL SUPPORT PROGRAM

CERTIFIED FAMILY HOME ADMINISTRATIVE ASSESSMENT

The administrative assessment tool is designed to assist FFA staff and certified parents to perform periodic self assessments of certified homes. The assessment is comprised of some of the most common deficiencies noted by Licensing Program Analysts during their evaluation visits. It is not an exhaustive list or a full summary of regulations relating to the operation of facilities. ***IT CANNOT BE USED AS A SUBSTITUTE FOR HAVING A GOOD WORKING KNOWLEDGE OF THE REGULATIONS.***

These items summarize regulations and other conditions which commonly lead to citation. For that reason, FFA staff and certified parents should refer to the referenced regulation(s) for complete information on requirements. Items contained in this tool which have an asterisk (*) are not required by licensing regulation. They are, however, recommended practices that can assist certified parents to avoid situations which may lead to violations.

The assessment should be used periodically to review the certified home's performance in a variety of areas to identify and correct deficiencies and to identify areas of weakness in the certified home's operation and parent's training needs. It can also be used as a training tool to familiarize FFA staff and certified parents with basic Licensing requirements. Agencies may wish to add items to the form which have historically been problem areas for their homes or to implement program standards that exceed Licensing requirements.

MEDICATIONS

MET NOT MET

- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | All medications (including over the counter medicines, inhalers, and medications stored in the refrigerator) are locked. 80075(m)(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Medications are stored in compliance with label instructions. (Room temperature, refrigerated, etc.) 80075(m)(3) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | There are no expired medications (including over the counter medicines). 80075(n) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Each prescription medication bottle has been logged in the centrally, stored medication record. 80075 (m) (7) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Destroyed medications are logged in the centrally stored medication record. 80075(n) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | Medications are given according to label/physician instructions. 80075(a)(2) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | * There are enough medications left in each bottle to order a refill before the current supply runs out. |

MEDICATIONS
(continued)

MET **NOT MET**

- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 8. | Each child's file contains documentation from the child's physician that the child <u>can</u> determine and communicate his/her need for <u>prescription and nonprescription</u> PRN medication and the physician has provided written instructions for its use. 80075(b)
<p style="text-align: center;"><u>OR</u></p> For <u>nonprescription</u> PRN medication <u>only</u> , each child's file contains documentation from the child's physician that the child <u>cannot</u> determine his/her need but <u>can</u> <u>clearly</u> communicate his/her symptoms and the physician has provided written instructions for its use. 80075(c)
<p style="text-align: center;"><u>OR</u></p> For <u>prescription and nonprescription</u> PRN medication, when the child is <u>unable</u> to determine his/her own need for the medication and is <u>unable</u> to clearly communicate his/her symptoms, the child's file contains a recommendation or prescription from the child's physician for the medication and written instructions for its use. 83075(d)
<p style="text-align: center;"><u>OR</u></p> For <u>prescription and nonprescription</u> PRN medication, when the child is <u>unable</u> to determine his/her own need for the medication and is <u>unable</u> to clearly communicate his/her symptoms, facility staff contact the child's physician before each dose is given and receive instructions. 80075(d) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. | Medications labels are not altered. 80075(m)(4) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | Medications are not transferred from their bottles to other containers. 80075(m)(6) |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | Sample medications meet all label requirements except prescription number and pharmacy name. 80075(m)(7) |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | There are no permanently discontinued medications or medications for former foster children in the facility. 80075(n) |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. | There is documentation of contacting the doctor when children refuse medication 80075(a)(2) |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. | Syringes and needles are rendered unusable (container for sharps is recommended). 80088 (f) |

PHYSICAL PLANT

GENERAL

MET **NOT MET**

- | | | | |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Walls and ceilings are clean and in good repair. 80087(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Paint/wallpaper is in good condition. 80087(a) |

PHYSICAL PLANT
(continued)

MET NOT MET

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Windows and curtains/blinds are in good condition and operate properly. 80087(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Floors and floor coverings are clean and in good repair. 80087(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Doors are in good condition and operate properly. 80087(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Equipment and supplies are not stored in the yard or areas used by clients. 80087(e)(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Smoke detectors operate properly and fire extinguishers are properly charged. 80087(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Furniture and fixtures are in good repair. 80087(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Weapons are locked up and ammunition is locked separately from firearms. 80087(h)(1)(2)(3) (Trigger locks or removing firing pins are acceptable for weapons.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Handrails and deckrails are securely fastened. 80087(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Disinfectants, cleaning solutions and any other items which could pose a danger to children are inaccessible. 80087(h) |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Passageways, stairways and doors are not blocked or obstructed. 80087(c) |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Rooms are clean, safe, sanitary and free of odors. 80087(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Room temperature is a minimum of 68 degrees and a maximum of 85 degrees. (In extreme heat, maximum temperature is 30 degrees less than outside.) 80088(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Pools, ponds, spas and other bodies of water are made inaccessible through fencing at least 5 feet high or covers that can support the weight of an adult. 80087(f) |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Fireplaces, open faced heaters, and wood burning stoves are inaccessible to children. 80088(c) |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. There is a working phone on premises. 80073 |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Buildings and grounds are free from hazards (e.g. broken glass, exposed electrical wiring, protruding nails, etc.). 80087(a)(b) |
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Facility is free of flies and other insects. 80087(a)(1) |

CLIENT ROOMS

MET NOT MET

- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Sheets, pillow cases, mattress pads, blankets, bedspreads are clean and in good condition. 83088(c) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Mattresses, boxsprings and pillow(s) are in good repair. 83088(c) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | There is adequate dresser and closet space for children's clothing and belongings. 83088(g) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | There are no more than 2 children to a room. 83087(b)(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Children of the opposite sex, including those of the certified parents, do not share a room unless under age 5. 83087(b)(2) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | No bedroom, including that of the certified parents and other adults living in the home, are to be used for other purposes (e.g. to store items, as laundry rooms, as passageways, etc.). 83087(b)(3)(4) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | Children, including those of the Certified Parents, do not share a room with an adult unless they are under age 2. 83087(b)(5) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. | Bunk beds have rails on the upper tier, have no more than 2 tiers and are not used by children under five or by children unable to climb into them unassisted. 83088(e) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. | * Clothes in dressers and closets are clean. . |

BATHROOMS

MET NOT MET

- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Hot water is 105 - 120 degrees fahrenheit. 80088(e)(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Sinks, tubs, toilets and showers are clean and operable. 80088(e)(3) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | * Common towels and washcloths are not used. |

SUPPLIES

MET NOT MET

- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Equipment and supplies for personal hygiene are available for children in sufficient amounts. 83064(b)(3) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | There is a sufficient supply of clean linens to permit changing weekly or more often as needed to ensure use of clean linens at all times by children. 83088(c)(2) |

FOOD SERVICE

MET NOT MET

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Food storage and preparation areas (pantrys, cupboards, freezers, stoves, microwaves, refrigerators, counters) are clean. 80076(a)(13), (17) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. There are no pesticides or toxics (ant spray, rodent poison) stored in any food storage or preparation room or with utensils. 80076(a)(15) 80087(j) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Cleaning supplies are kept in areas separate from food supplies. 80076(a)(16) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Contaminated or spoiled food is discarded. 80076(a)(18) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Food supplies are kept covered and inaccessible to pests. 80076(a)(14)(18) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Frozen foods are properly wrapped. 80076(a)(1), (13), (18) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Trash can has a tight fitting cover. 80088(f)(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Refrigerator is 45 degrees fahrenheit. 80076(a)(14) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Snacks and beverages are available in the home. 80076(a)(4) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Dishes, glasses and utensils are clean and in good condition. 80076(a)(19) |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Modified diets are provided as needed. 80076(a)(6) |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Powdered milk is not used as a beverage. 80076(a)(9) |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. There is an adequate supply of fresh, perishable and non-perishable food in the home to prepare the next three meals and snacks. 80076(a)(4), 83076(b) |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Infants younger than 7 months of age are held during bottle feeding. 83076(f) |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Children in placement have their meals with family members and are served food of the same quality as that served to family members. 83076(c)(h) |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. * Food supplies are dated and rotated to use old items first. |

PERSONAL PROPERTY

MET NOT MET

- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Children's cash records are current. 80026(h) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Children's cash records balance with cash being safeguarded. 80026(h) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Bond is sufficient for amount of cash handled. 80025(b)(c) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Personal property list is updated with additions and deletions. 80026(h) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Loans to children are documented. 80026(e)(1)(A) |

CLIENT OBSERVATION

MET NOT MET

- | | | | |
|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Parents and staff are familiar with the information in the children's needs and services plan. 80065(a), 88068.2(c) |
|--------------------------|--------------------------|----|---|

RECORDS

(CHILDREN)

MET NOT MET

- | | | | |
|--------------------------|--------------------------|------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Children's records are not accessible to unauthorized persons. 80070(c)(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Children's files contain required records. 80070(a)(b) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Information in children's files is updated as needed. 80070(a),(e) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Needs and services plans are updated with placement party involvement at least every 6 months. 83068.3(a), 88068.3(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. * | Copies of all exceptions for children are on file. |

RECORDS

(FOSTER PARENTS AND STAFF)

MET NOT MET

- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Staff files contain required records. 80066(a),(b) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Items that expire (first aid, driver's license, water safety certificate) are updated. 80065(e)(2), 80074(a), 80075(h) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Documentation of at least 12 hours of annual training for certified parents is on file 88069.7(c)(5) |

RECORDS

(FOSTER PARENTS AND STAFF) (continued)

MET NOT MET

- | | | | |
|--------------------------|--------------------------|------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 4. * | Exceptions/exemptions are maintained in file. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Fingerprints and child abuse index checks are submitted within 4 days of employment or initial presence in the home for staff and family members over age 18. 80019(c)(1)(2) |

ADMINISTRATION

MET NOT MET

- | | | | |
|--------------------------|--------------------------|------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Certificate of approval is available. 88069.7(c)(4) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Emergency plan is available. 80023(b) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Disaster drills are conducted every 6 months and records of the drills are available. 80023(d) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. * | Waivers are maintained on file. |

INCIDENT REPORTING

MET NOT MET

- | | | | |
|--------------------------|--------------------------|------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Incidents are reported by phone to Licensing by the next working day. 80061(b) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Written incident reports are sent to Licensing within seven (7) days. 80061(b) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Incidents are reported to the child's authorized representative. 80061(d), 88061(a)(2)-(4) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | All parents and care staff are trained in the requirements of child abuse and incident reporting. 80061, 88061(a)(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. * | FFA Administrator has reviewed incident reports and taken any corrective action necessary. |

ACTIVITIES

<u>MET</u>	<u>NOT MET</u>
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- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Available activities include: activities requiring group interaction, physical and education activities, leisure time, and instruction in daily living skills. 83079(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Toys, games, books and recreational and education material appropriate to the children's ages, and mental and physical development are available. 83088(f) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Voluntary attendance at religious activities is available to children. 80072(a)(5) |

PERSONAL RIGHTS

<u>MET</u>	<u>NOT MET</u>
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- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Children are accorded dignity in their relationships with the foster family. 80072(a)(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Children are free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other action of a punitive nature including but not limited to; interference with daily living functions, such as eating, sleeping, and toileting; or withholding of shelter, clothing, medication, or aids to physical functioning. 80072(a)(3) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Exits from rooms and the building are not locked in a way which prevents children from leaving. 80072(a)(7) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Children are not placed in restraining devices. 80072(a)(8) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Children are allowed visitors unless prohibited by court order or the child's authorized representative. 83072(b)(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Children are allowed access to phones to make and receive confidential calls unless prohibited by court order or the child's authorized representative. 83072(b)(6) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Children can send and receive unopened mail unless prohibited by court order or the child's authorized representative. 83072(b)(7) |

MISCELLANEOUS

<u>MET</u>	<u>NOT MET</u>
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- | | | | |
|--------------------------|--------------------------|----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Vehicles used to transport children are maintained in safe operating condition. 80074(c) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Individuals without fingerprint clearances (friends, family, volunteers, neighbors) are not used as back up staff. 80019 (a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Infants are secured in car seats designed for infants. 83074(b)(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Children between ages 2 and 4, children weighing less than 40 pounds, or children with disabilities that prevent them from sitting unassisted are secured in a car seat or harness. 83074(b)(2) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Children over 40 pounds and over 4 years of age are secured in the vehicles regular seat belt/harness. 83074(b)(3) |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | The facility is equipped with first aid supplies, (sterile first aid dressing, bandages, adhesive tapes, scissors, tweezers, thermometer, antiseptic solution) and a current first aid manual. 80075(i)(1) |